



**REQUEST FOR QUOTATION  
FAX ON DEMAND**

Arizona Game and Fish Department  
Purchasing Office  
5000 West Carefree Highway  
Phoenix, AZ 85086

SOLICITATION NO. QF09-001-C  
Offers will be accepted until 5:00 p.m. on  
July 30, 2008.

Page 1 of 18

Date: July 17, 2008

**VENDOR NOTICE**

**THIS IS NOT A PURCHASE ORDER**

**Vendor should quote his best net price, FOB destination, including all charges, including applicable taxes.** Delivery schedule should be indicated in spaces provided below. Return your quotation promptly to the requesting Region/Branch at the FAX number indicated below. **NOTE: The State of Arizona's Uniform Terms and Conditions, and Instructions to Offerors are hereby incorporated by reference. These documents may be accessed at [www.azspo.az.gov](http://www.azspo.az.gov) or by manually calling the State Procurement Office at (602) 542-5511. A copy of these documents are on file and available for review in the Arizona Game and Fish Department Purchasing Office. It is the Offeror's responsibility to obtain the current revision of these documents.**

This procurement is expected to be between \$1,000.00 and \$50,000. In accordance with A.R.S. § 41-2535 and A.A.C. R2-7-335 purchases under \$50,000 are restricted to small businesses. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full-time employees or which had gross receipts of less than \$4 million dollars in its last fiscal year (A.R.S §41-1001-14). **BY SUBMITTING A QUOTE IN RESPONSE TO THIS SOLICITATION, AN OFFEROR CERTIFIES THAT IT IS A SMALL BUSINESS AS DEFINED ABOVE.**

**DELIVERY POINT:**

Arizona Game & Fish Dept  
5000 West Carefree Highway  
Phoenix, AZ 85086

Representative: Cindy Arnold

Phone No.: 623-236-7460

FAX No.: 623-236-7922

**VENDOR QUOTATION**

Item	Qty	Unit	Description	Unit Price	Extended Price
1	12	Ea.	Custodial Services – Mesa Office Per attached Specifications  Site visits may be arranged by contacting Cathy O'Neil at (480) 981-9400 Ext. 3564	\$ _____	\$ _____

**THIS IS NOT A PURCHASE ORDER**

**THIS SECTION MUST BE COMPLETED BY VENDOR**

Company Name	Address	City	State	Zip	Phone #
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Delivery is promised within \_\_\_\_\_ calendar days after receipt of an order. If payment is made within \_\_\_\_\_ days after receipt of goods or services, the buyer is entitled to a discount of \_\_\_\_\_% on the above-listed price(s).

Signature

Date

Typed Name and Title

Tax ID No. \_\_\_\_\_ "AN EQUAL OPPORTUNITY AGENCY" Fax No.: \_\_\_\_\_





**REQUEST FOR QUOTATION  
FAX ON DEMAND  
(Continuation Sheet)**

Arizona Game and Fish Department  
Purchasing Office  
5000 West Carefree Highway  
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SOLICITATION NO. QF09-009-C  
Offers will be accepted until 5:00 p.m. on  
July 30, 2008.

Page 2 of 18

Date: July 17, 2008

**VENDOR QUOTATION**

**DELIVERY POINT:**

Arizona Game & Fish Dept  
5000 West Carefree Highway  
Phoenix, AZ 85086

Representative: Cindy Arnold  
Phone No.: 623-236-7460  
FAX No.: 623-236-7922

**VENDOR QUOTATION**

Item	Qty	Unit	Description	Unit Price	Extended Price
			<p><b><u>Price Increases:</u></b></p> <p>1<sup>st</sup> RenewablePeriod_____ % Maximum Increase</p> <p>2<sup>nd</sup> RenewablePeriod _____ % Maximum Increase</p> <p>3<sup>rd</sup> RenewablePeriod _____ % Maximum Increase</p> <p>4<sup>th</sup> RenewablePeriod_____ % Maximum Increase</p>		

**Vendor Certification:**

**SMALL BUSINESS**

Please check all blanks that apply:

A small business concern is defined as a business, including its affiliates, which is independently owned and operated; is not dominant in the field of operations in which it is bidding on State contracts; and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria as prescribed by the Small Business Administrations.

\_\_\_\_\_ This company is a small business concern.

\_\_\_\_\_ This company is not a small business concern.

**MINORITY BUSINESS ENTERPRISE**

Please check all that apply:

A minority business enterprise is defined by Section 3 of the Small Business Act as a small business that is owned and controlled by one or more minorities or women. Owned and controlled means a business that is at least 51 percent owned by one or more minorities or women. In the case of a publicly owned business at least 51 percent of the stock must be owned by one or more minorities or women and the management and daily business operations must be controlled by one or more of said individuals. Minority group members shall consist of those groups defined under Section 8 (a) of the Small Business Act.

\_\_\_\_\_ African American

\_\_\_\_\_ Native American

\_\_\_\_\_ Asian

\_\_\_\_\_ Other

\_\_\_\_\_ Hispanic


\_\_\_\_\_ Woman-Owned

**THIS IS NOT A PURCHASE ORDER**

SUB TOTAL \$ \_\_\_\_\_

Tax ( \_\_\_\_\_ %)

TOTAL AMOUNT \$ \_\_\_\_\_

	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
	SOLICITATION NO. <u>QF09-001-C</u>		
			Page 5 of 22

1. PURPOSE

This Request For Quotation (RFQ) is to establish a contract for the purchase of Custodial Services for FOR 6. for the Arizona Game and Fish Department (AGFD) in accordance with the requirements of the RFQ.

2. SIGNATURE OF OFFER

Complete pages 1 and 2 of this document. An authorized representative of the Offeror will sign where indicated on page 1. All information requested must be submitted. Failure to include all of the items may result in a bid being rejected.

3. CIVIL RIGHTS NOTIFICATION

The Arizona Game and Fish Department prohibits discrimination on the basis of race, color, sex, national origin, age, disability in its programs and activities. If anyone believes they have been discriminated against in any of the AGFD programs or activities, including its employment practices, the individual may file a complaint alleging discrimination directly with the AGFD Deputy Director, 5000 W. Carefree Highway, Phx., AZ 85086, (623) 236-7290, or the U.S. Fish and Wildlife Service, 4040 N. Fairfax Dr., Suite 130, Arlington, VA 22203. If you require this document in an alternative format, please contact the AGFD Deputy Director as listed above or call TTY at 1-800 367-8939.

4. CIVIL RIGHTS ASSURANCE STATEMENT

The Contractor and Subcontractors are subject to Title VI of the Civil Rights Act of 1964, Section 504 of Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, and offers all persons the opportunity to participate in programs or activities regardless of race, color, national origin, age, sex, or disability. Further, it is agreed that no individual will be turned away from or otherwise denied access to or benefit from any program or activity that is directly associated with a program of the recipient on the basis of race, color, national origin, age, sex (in educational activities) or disability.


NOTE: An Assurance Statement shall be required to be signed by an individual, private organization, or institution receiving U.S. Fish and Wildlife Service conservation assistance under the following circumstances:

- A. If the premises are at any time opened to the public.
- B. If Hunter or Aquatic Resource Education, or any other information/education program sponsored by AGFD, is held on private property.

5. INSURANCE

Vendor shall procure and maintain, until all of their obligations, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the purchase and or use of the commodity.

The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity

	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
	SOLICITATION NO. <u>QF09-001-C</u>		
			Page 6 of 22

covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise out of the purchase and use of the commodities sold under this Contract by the Vendor, his agents, representatives, employees or subcontractors and Vendor is free to purchase such additional insurance as may be determined necessary.

**A. MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage at least as broad and with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

General Aggregate	\$1,000,000
Products – Completed Operations Aggregate	\$ 500,000
Personal and Advertising Injury	\$ 500,000
Fire Legal Liability	\$ 25,000
Blanket Contractual Liability – Written and Oral	\$ 500,000
Each Occurrence	\$ 500,000

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$ 500,000


The policy shall be endorsed to include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor.”

3. Worker's Compensation and Employers' Liability

A. Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 100,000
Disease – Each Employee	\$ 100,000
Disease – Policy Limit	\$ 100,000

Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

B. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. §23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
	SOLICITATION NO. <u>QF09-001-C</u>		
			Page 7 of 22

B. **ADDITIONAL INSURANCE REQUIREMENTS**: The policies are to contain, or be endorsed to contain, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. **NOTICE OF CANCELLATION**: Each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to Cindy Arnold, *The Arizona Game and Fish Department, Purchasing Office, 5000 W. Carefree Highway, Phoenix, AZ 85086*, and shall be sent by certified mail, return receipt requested.

D. **ACCEPTABILITY OF INSURERS**: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Vendor from potential insurer insolvency.


E. **VERIFICATION OF COVERAGE**: Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to: Cindy Arnold, *The Arizona Game and Fish Department, Purchasing Office, 5000 W. Carefree Highway, Phoenix, AZ 85086*. The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

F. **APPROVAL**: Any modification or variation from the Insurance Requirements in this Contract must have prior approval from the State of Arizona Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

G. **EXCEPTIONS**: In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or

	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
	SOLICITATION NO. <u>QF09-001-C</u>		Page 8 of 22

sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

#### 6. INDEMNITY

Contractor agrees to indemnify, defend, save and hold harmless the State of Arizona, and their respective directors, officers, officials, agents and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, costs, losses, or expenses, including reasonable attorney's fees, (hereinafter collectively referred to as "Claims") arising out of actual or alleged bodily injury or personal injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of Contractor's directors, officers, agents, employees, volunteers or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all Claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

#### 7. CONTRACT TERM

The term of any resultant contract will commence on the date of award and will continue for one year unless canceled, terminated or extended as otherwise provided herein.

#### 8. INDEFINITE QUANTITY


This is an indefinite quantity contract for the services or materials specified and effective for the period stated. The quantities of services specified are estimates only and are not purchased by this contract. Delivery or performance will be made only as authorized by the AGFD. The contractor will furnish to the AGFD, when and if ordered, the services or materials specified. There is no limit on the services specified in this document.

#### 9. LOCATION

Arizona Game and Fish Department  
 7200 East University  
 Mesa, Arizona 85207-6502

Contact: \_Cathy O'Neil  
 Phone: (480) 981-9400 Ext. 3564

#### 10. CUSTODIAL SUPPLIES AND EQUIPMENT

	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
			Page 9 of 22
SOLICITATION NO. <u>QF09-001-C</u>			

The Contractor shall furnish all equipment, materials and cleaning supplies. The Department will furnish toilet tissue, hand towels, hand soap, toilet seat liners and waste receptacle liners necessary to properly perform under this contract.

All supplies and materials furnished by the Contractor are subject to prior approval by the AGFD. All disposable supplies shall be environmentally safe and biodegradable. Cleaning equipment must be in good operating condition at all times. The appearance, cleanliness, and suitability for the job, must at all times be acceptable to the AGFD.

Custodial supply areas will be designated and shall be kept in a neat manner by the Contractor. Contractor shall sweep, damp mop, spot clean and dust weekly. Supply area shall be kept free of offensive odor. Materials and Supplies shall be stored in an orderly manner.

#### 11. ADDITIONAL SERVICES BY THE CONTRACTOR

If additional services are requested of the Contractor, such further Agreement shall be in writing, in the form of an official contract amendment, describing the scope, time frames and other information necessary for such additional service.

#### 12. CONTRACT EXTENSION


The Department may unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date. In addition, by mutual agreement, any resultant contract may be extended for a supplemental period up to maximum of forty-eight (48) months.

#### 13. PRICE ADJUSTMENT

All prices and percentages in the contract shall remain firm for a one (1) year period after award of contract. The AGFD may review a fully documented request for a price or percentage adjustment only after the contract has been in effect for one (1) year. A price or percentage adjustment shall only be considered if the adjustment does not exceed the percent maximum increase approved at time of contract award

Provide the maximum percentages of increase for each renewal period on the price sheet in the spaces provided. The Offeror is cautioned that the percentages shall be computed against the **ORIGINAL CONTRACT PRICE** for each renewable period. If the blanks are not completed, prices during the renewal periods shall be the same as during the original.

Further, the Offeror is advise that the State of Arizona does not automatically grant any increase at the time of renewing the contract and that if an increase is requested, documentation of need must be provided by the contractor at the time of renewal. The price or percentage adjustment, if approved, will be effective upon the first day of the month following approval.

	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
	SOLICITATION NO. <u>QF09-001-C</u>		
			Page 10 of 22

#### 14. PRICING


Pricing is all-inclusive including price for all products, delivery and taxes. Refer to Price Sheet, Page **X**.

#### 15. SUPERVISION AND INSPECTION

The Contractor shall provide the AGFD with the names and telephone numbers of a Job Manager or Working Supervisor. The supervisor shall be responsible for the competent performance of all custodial services pursuant to this contract. The Job Manager shall make sufficient routine inspections to insure that all work is performed as specified. The names of all personnel to be used on this contract are to be provided to the Contract Officer.

#### 16. CONTRACTOR'S RESPONSIBILITY

- A. The Contractor agrees to utilize only experienced, responsible and capable employees in the performance of the work. If requested in writing by the AGFD, the Contractor shall remove from the AGFD premises any employees who endanger persons or property or whose continued work is inconsistent with this contract or the interests of the AGFD. The Contractor shall allow only those employees which will be performing those services on AGFD premises.
- B. The Contractor shall be fully responsible for any loss of or damage to AGFD property while such is in his possession and or subject to his control including any environmental damage as defined under Federal, State or local laws.
- C. The Contractor agrees that the Contractor's employees will not divulge or release data or information developed or obtained in connection with the performance of the resulting contract, unless made public by the AGFD, except to authorized AGFD personnel, or upon written approval of the AGFD.
- D. Employees assigned by the Contractor shall at all times during such assignment be and remain the employee of the Contractor, who shall be solely responsible for the payment of his entire compensation earned in connection with the subject matter of this contract, including provisions for withholding all employment taxes, Social Security taxes, Federal Income Tax, State Income Tax, and any other taxes normally associated with having an employee. The Contractor will also pay all taxes and fees matching, unemployment insurance, etc. The Contractor will be responsible for any benefits, such as health insurance, retirement pension plan, and life insurance that the Contractor may offer employees as benefits.
- E. Contractor's employees while performing assignments shall not solicit new business on AGFD premises.
- F. The Contractor and its employees shall conduct only such business as covered by a resultant contract during periods contracted for by the AGFD. Any business not directly related to the resultant contract shall not be conducted at the facility.
- G. The Contractor shall not allow activities which are unlawful, improper or immoral or in violation of AGFD Standards

	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
			Page 11 of 22
SOLICITATION NO. <u>QF09-001-C</u>			

and Regulations.

#### 17. OTHER RESPONSIBILITIES

The Contractor shall submit to the AGFD Coordinator a list of the names of all personnel present for work.

Secure doors and lights and arm alarm system after completion of work as directed by AGFD Coordinator. Doors shall also remain locked at all times during custodial services.

A Discrepancy Log (see Exhibit A) shall be posted at a location specified by the AGFD Coordinator. This log shall be used to write down any discrepancies in custodial services noted by the AGFD Coordinator. Custodians shall read the log at the beginning of each service and initial next to the item when the discrepancy is taken care of. All discrepancies shall be corrected within one (1) week. **NOTE: Services are not considered rendered, and invoices will not be paid until all discrepancies are corrected.**

#### 18. TAXES

The applicable State and local taxes will be listed on the price sheet.

#### 19. LICENSES

Contractor will maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor. The Contractor will be responsible for ensuring the current license and permit status of subcontractors, if any.


Failure of the Contractor to obtain or maintain approved federal, state and local licenses and permits required for the operation of the business and performance may be considered a failure to perform to expectations

#### 20. CONTRACTS ADMINISTRATION

Following award, the Contractor(s) will contact the AGFD Purchasing Office assigned buyer for guidance or direction in contract interpretation or questions regarding the terms, conditions or scope of the contract.

#### 21. CONTRACT ADMENDMENTS

The State and AGFD will reserve the right to modify this contract as circumstances may require without penalty to fulfill the AGFD needs. The Contractor (s) will be notified prior to any changes in the contract. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procurement officer in writing or made unilaterally by the Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and

	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
	SOLICITATION NO. <u>QF09-001-C</u>		Page 12 of 22

without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes.

## 22. REFERENCES

The Contractor MUST provide three (3) references (Arizona preferred) for which similar services and materials have been supplied within the past 24 months. The references shall include the company name, phone number, and contact person. These references will be checked, so please be sure that all information is current and accurate. (See Page 9 of 12)

## 23. METHOD OF PAYMENT

The vendor shall be paid within 30 days of the receipt of an itemized invoice. All payments shall be made in arrears.

## 24. INCLUSIVE OFFERORS

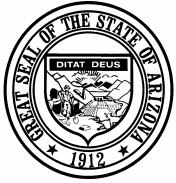
Offeror(s) are encouraged to make every effort to utilize subcontractors that are small, women-owned and/or minority owned business enterprises. Offerors who are committing a portion of their work to such subcontractors shall do so by identifying the type of service and work to be performed by providing detail concerning your organization's utilization of small, women-owned and/or minority business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of contract utilization and how this effort will be administered and managed, including reporting requirements.

## 25. OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the offer.

## 26. FEDERAL IMMIGRATION AND NATIONALITY ACT

The contractor(s) shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor(s) shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor(s) and/or any subcontractor(s) be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to suspension of work, cancellation of contract and suspension and/or debarment of the contractor.



## SPECIAL TERMS AND CONDITIONS

Arizona Game and Fish Department  
Purchasing Office  
5000 West Carefree Highway  
Phoenix, AZ 85086

SOLICITATION NO. QF09-001-C

Page 13 of 22

### QUESTIONNAIRE

Please complete all portions of this Questionnaire.

#### EXPERIENCE:

A. Number of years in business. \_\_\_\_\_

B. Number of people employed: \_\_\_\_\_

B. Other related services provided by your firm. \_\_\_\_\_

#### C. PROPOSED WORK SCHEDULE:

1. Number of custodians that will be used to clean the building: \_\_\_\_\_

2. Day and hours for service shall be after 5:00 p.m. Friday, Saturday or  
Sunday at a consistent day and time. \_\_\_\_\_

#### REFERENCES:

Names and addresses of three organizations for whom service of a similar nature has been provided within the last year; include the name and telephone number of the individual in each organization who is familiar with the service.

A. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

B. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_



## SPECIAL TERMS AND CONDITIONS


Arizona Game and Fish Department  
Purchasing Office  
5000 West Carefree Highway  
Phoenix, AZ 85086

SOLICITATION NO. QF09-001-C

Page 14 of 22

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

C.    Organization: \_\_\_\_\_  
      Address: \_\_\_\_\_  
      City/State: \_\_\_\_\_  
      Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_


	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
	SOLICITATION NO. <u>QF09-001-C</u>		
			Page 15 of 22

**The contractor shall provide all of the following cleaning services and complete the Custodial Checklist (Exhibit B) anytime after 5:00 p.m., but before 10:00 p.m. Sunday, as specified on page 11 of 18, Questionnaire/References, item C, Proposed Work Schedule:**

**A. The contractor shall perform each the following cleaning tasks every week.**

**OFFICES, CORRIDORS, LOBBIES**

- Sweep all sidewalks that are next to buildings, entrances, and porches.
- Thoroughly sweep all vinyl floors and wet mop with clean water.
- Dust mop hard floors.
- Damp mop hard floors in lobby.
- Spray buff all low profile floors. Burnish all high profile areas.
- Vacuum all carpeted areas. Clean all removable spots using a dry foam on any soiled areas due to spillage or normal traffic.
- Vacuum and clean mats.
- Vacuum fabric furniture and furnishings, remove spots and stains (if possible).
- Clean conference rooms, including removing all soil marks and fingerprints from tables, desk tops, shelves, podiums, bookcases, walls, doors. Dust Smartboard with dry clean cloth only.
- Spot clean all desks, chairs, cabinets, tables and other furniture.
- Dust computer screens, bases and printers.
- Dust all copiers and exposed areas of filing cabinets, desks, bookcases, credenzas.
- Dust venetian blinds.
- Perform low dusting of windows, sills, baseboards, ledges, shelves, rungs, picture frames, hangings, and wall ornaments.
- Dust and clean all painted walls.
- Clean lounge areas, including tables, sinks, countertops, etc.
- Wash and sanitize table tops, damp clean backs of chairs in kitchen/dining areas.
- Clean, sanitize and polish all drinking fountains including the base.
- Remove calcium build-up on drinking fountains with solution acceptable to AGFD.
- Empty, clean and damp wipe all urns and ash trays.
- Thoroughly clean all building entry doors, glass, handles, railings, hardware and door frames.
- Spot clean reception lobby glass.
- Spot clean interior glass.
- Empty and clean all wastebaskets. Replace plastic liners as necessary. Return all baskets to proper positions. All trash shall be removed from the building and emptied into the designated areas outside.

	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
	SOLICITATION NO. <u>QF09-001-C</u>		
			Page 16 of 22

### REST ROOMS

- Refill all toilet tissue, towels, seat covers, toilet bowl deodorizer, deodorant containers, and waste receptacle liners as needed.
- Empty and wipe out all waste paper receptacles. Disinfect as needed. Replace plastic liners as necessary.
- Clean all mirrors with glass cleaner.
- Clean and polish all chrome fittings, mirrors, metal surfaces, dispensers and furniture.
- Wipe all walls and partitions clean of all splashes, finger prints, graffiti, smears and dirt.
- Clean and disinfect all wash basins, toilet bowls, toilet seats and urinals. -Add chlorine tablets in all urinals where applicable.
- Disinfect underside and tops of all toilet seats.
- Sweep all floors and wet mop with germicidal solution.


### **B. The contractor shall perform each of the following cleaning tasks once every month.**

### OFFICES, CORRIDORS, LOBBIES

- Perform high dusting (over six feet) such as tops of partitions, window ledges, door frames, high cabinet tops, vents, high corners, and light fixtures. Remove cobwebs from high corners and ceiling areas.
- Dust all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, heating outlets, sills, and moldings.
- Dust or vacuum all vents and areas around vents.
- Thoroughly clean or vacuum all window blinds, and upholstered furniture, including all chairs, sofas, and lobby or lounge furniture.
- Thoroughly vacuum all carpeted areas along all baseboards, corners, and under desks.
- Thoroughly sweep all floor areas (not carpeted) along all baseboards, corners, and under desks.
- Clean all facility glass (both sides of glass).
- Clean and polish all desks, chairs, cabinets and other furniture and furnishings.
- All offices shall be inspected for major problems. Any fixtures not working properly shall be reported to the Office Manager immediately.

### REST ROOMS

- Pour bucket of water (with disinfectant solution) in floor drain.
- Clean underside of basins, including hardware, using stainless steel cleaner or metal polish.
- Thoroughly clean floor around toilet bases.

	<b>SPECIAL TERMS AND CONDITIONS</b>		Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
	SOLICITATION NO. <u>QF09-001-C</u>		
			Page 17 of 22

- Thoroughly clean all walls and toilet partitions with a high-strength detergent.
- Dust or vacuum all vents and areas around vents.

**C. The contractor shall perform each of the following cleaning tasks once every quarter.**

**OFFICES, CORRIDORS, LOBBIES**

- Clean and disinfect shower area.
- Wash all lounge trash receptacles and facility wastebaskets.
- Clean diffuser (light and vents) outlets in ceilings.
- Thoroughly clean all doors, walls, baseboards, ledges, counter tops, partitions, light fixtures and heating/cooling vents.
- Shampoo carpets, mats, furniture and fabric. Use a splash guard or equal to make sure vinyl base or wall tile is cleaned of splashes or spillage.
- Remove all furniture, strip, clean and refinish all hard floors.
- Clean and polish baseboards.
- Refrigerators in employee break room shall be cleaned and sanitized on the inside. Notice shall be posted on refrigerator to announce next cleaning.
- Wash **ALL** window glass inside and outside (remove blinds, screens, or similar items as necessary).

**REST ROOMS**

- Perform high dusting; vents, window ledges, high corners, light fixtures, etc.
- Strip and wax floors. (It shall be the responsibility of the Contractor to use products and methods that insure a durable and lasting application)
- Descale fixtures.
- Clean and disinfect shower area.
- Strip and wax all vinyl floors. Use a splash guard or equal to make sure vinyl base or wall tile is cleaned of splashes or spillage.



**SPECIAL TERMS AND CONDITIONS**

Arizona Game and Fish Department  
Purchasing Office  
5000 West Carefree Highway  
Phoenix, AZ 85086

SOLICITATION NO. QF09-001-C

Page 18 of 22

**DISCREPANCY LOG**

**Exhibit A**

DATE	PROBLEM	DATE CORRECTED	INITIALS	AGFD APPROVAL



## SPECIAL TERMS AND CONDITIONS

Arizona Game and Fish Department  
Purchasing Office  
5000 West Carefree Highway  
Phoenix, AZ 85086

SOLICITATION NO. QF09-001-C

Page 19 of 22




## SPECIFICATIONS

Arizona Game and Fish Department  
Purchasing Office  
5000 West Carefree Highway  
Phoenix, AZ 85086


SOLICITATION NO. QF09-001-C

Page 20 of 22

### CUSTODIAL CHECKLIST

Exhibit B Page 1 of 2

Contractor:	
Location:	AGFD REGION VI
Put "X" When Completed	DESCRIPTION
	<b>REQUIRED WEEKLY SERVICES - OFFICES, CORRIDORS, LOBBIES</b>
	Sweep all sidewalks that are next to buildings, entrances and porches.
	Thoroughly sweep all vinyl floors and wet mop with clean water.
	Dust mop hard floors.
	Damp mop hard floors in lobby.
	Spray buff all low profile floors. Burnish all high profile areas.
	Vacuum all carpeted areas. Clean all removable spots using a dry foam on any soiled areas due to spillage or normal traffic.
	Vacuum and clean mats.
	Vacuum fabric furniture and furnishings, remove spots and stains (if possible).
	Clean conference rooms, including removing all soil marks and fingerprints from tables, desk tops, shelves, podiums, bookcases, walls and doors. Dust Smartboard with dry clean cloth only.
	Spot clean all desks, chairs, cabinets, tables and other furniture.
	Dust computer screens,bases and printers when possible.
	Dust all copiers and exposed areas of filing cabinets, desks, bookcases, credenzas.
	Dust venetian blinds.
	Perform low dusting of windows, sills, baseboards, ledges, shelves, rungs, picture frames, hangings, and wall ornaments.
	Dust and clean all painted walls.
	Clean lounge areas, including tables, sinks, countertops, etc.
	Wash and sanitize table tops, damp clean back of chairs in kitchen/dining areas.
	Clean, sanitize and polish all drinking fountains including the base.
	Remove calcium build-up on drinking fountains with solution acceptable to AGFD.
	Empty, clean and damp wipe all urns and ash trays.
	Thoroughly clean all building entry doors, glass, handles, railings, hardware and door frames.
	Spot clean reception lobby glass.
	Spot clean interior glass.
	Empty and clean all wastebaskets. Replace plastic liners, as necessary. Return all baskets to proper positions. All trash shall be

	<b>SPECIFICATIONS</b>	Arizona Game and Fish Department Purchasing Office 5000 West Carefree Highway Phoenix, AZ 85086
	SOLICITATION NO. <u>QF09-001-C</u>	
		Page 21 of 22

	removed from the building and emptied into the designated areas outside.
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## CUSTODIAL CHECKLIST

Exhibit B Page 2 of 2

	<u>REQUIRED WEEKLY SERVICES - REST ROOMS</u>	
	Refill all toilet tissue, towels, seat covers, toilet bowl deodorizer, deodorant containers, and waste receptacle liners as needed.	
	Empty and wipe out all waste paper receptacles. Disinfect as needed. Replace plastic liners as necessary.	
	Clean all mirrors with glass cleaner.	
	Clean and polish all chrome fittings, mirrors, metal surfaces, dispensers and furniture.	
	Wipe all walls and partitions clean of all splashes, fingerprints, graffiti, smears and dirt.	
	Clean and disinfect all wash basins, toilet bowls, toilet seats and urinals -Add chlorine tablets in all urinals where applicable.	
	Disinfect underside and tops of all toilet seats.	
	Sweep all floors and wet mop with germicidal solution.	
Comments:		
Completed by:	(Contractor's Employee Signature)	Date:
Approved by:	(AGFD Building Facilities Supervisor's Signature)	Date:



# ATTACHMENT I

Arizona Game and Fish Department  
Purchasing Office  
5000 West Carefree Highway  
Phoenix, AZ 85086

SOLICITATION NO. **QF09-001-C**

Page 22 of 22

ACORD <small>TM</small> CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURER'S AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$ 500,000
<b>AUTOMOBILE LIABILITY</b> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<b>GARAGE LIABILITY</b> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC. \$ AGG. \$
<b>EXCESS UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
<b>WORKERS COMPENSATION AND EMPLOYER LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/HALEBER EXCLUDED? If Yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 100,000

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The State of Arizona, The Arizona Game and Fish Department, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor. Waiver of subrogation against The State of Arizona, The Arizona Game and Fish Department, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor. Solicitation #:

CERTIFICATE HOLDER	CANCELLATION
The State of Arizona and The Arizona Game and Fish Department Purchasing Office 5000 W. Carefree Highway Phoenix, AZ 85086	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE